901 Accounts

Student Activities and Business Services partner in creating on-campus accounts for Recognized Student Organizations. These accounts operate very differently from Wells Fargo or other banking accounts in that the responsible persons for the account do not get a check card or check book to facilitate spending. It is best to think of these accounts as simply a safe holding space for the organization’s money.

Checking a 901 Account Balance

Once an organization has an account, they will receive monthly statements from Business Services, which are distributed to the RSO mailboxes in Student Activities.

RSOs are expected to be fiscally responsible by keeping their account balanced and not overdraw the account. RSOs with accounts that have a balance of less than $0.00 will be notified of this status by a member of the Student Activities team.

If an RSO has a deficit, The RSO President and Faculty/Staff Advisor will need to schedule a meeting with the Assistant Director of RSOs to resolve the account deficit. Failing to meet with the RSO Office within 30 days of the RSO being notified will result in disciplinary action.

Depositing Money into a 901 Account

RSOs are responsible for depositing funds into an account. Money may be deposited into your account in 2 ways:

1) Deposit cash or checks.
   - Fill out the Deposit Ticket.
   *You can find the digital version of the form here: https://www.mnsu.edu/cashiers/forms/pdfs/deposit_ticket042007f.pdf
   - Bring your check(s) and/or cash with the form to the Cashier's Office at WA 128 for deposit.

2) A campus entity deposits money into your account using cost center/901 account numbers.
   This type of deposit happens any time an RSO receives money from another department, RSO group, or any other group that has a MSU Cost Center number or MSU 901 Account number. Deposits of this kind are generally done with a CAO-37 Request for Interdepartmental Purchase form. There is not a digital copy of this form. It must be filled out in-person in the Student Activities office or with staff member of the University. Keep an eye on your account statement for the amount to be deposited. If you do not see it, email rso-office@mnsu.edu to see what the issue might be.

Account Spending

Spending with 901 accounts is done through reimbursement. Organization members make purchases with their own money, keep the receipts, and then complete a CAO-21 form. The original receipts and the CAO-21 form are turned in to Business Services (WA 236) and the
A student will be reimbursed from the 901 account. **Reimbursements will not be processed if the itemized receipts are not attached.** We recommend making copies of the itemized receipts and keeping the copies until the reimbursement has been received. This ensures you have the information in case any questions arise.

Generally, the student will receive a reimbursement check within 14 business days.

CAO-21 forms are available at the Student Activities Front Desk. All CAO-21 Forms must be signed by the RSO's Faculty/Staff Advisor in order to be processed by business services.

**Filling out a CAO-21 Form:**

CAO-21 forms are used for a variety of purposes; as a result, there are many portions that RSOs do not need to worry about when filling out the form. Below is a walkthrough of how to fill out a CAO-21 form. If you have additional questions on how to fill out the form, please contact Student Activities.

**Top of the Form:**

- **Payee Name:** Name of the person being reimbursed.
- **Home Address:** The mailing address for where the reimbursement should be sent.
- **Soc. Security Number:** Don’t actually put your SSN here—put your Tech ID.
- **Cost Center Number:** This is where the 901 account number goes.
- **Object Code:** Don’t worry about this, business services will fill it in.

**Main Portion:**

For the main portion of the form, use a separate row for each receipt/transaction. Skip all of the columns for travel times, locations, mileage, and meals. This is for reimbursing travel expenses for university-specific events (such as a finalist for a job traveling to campus for an interview). **The only columns that need to be filled in are “Date,” “Reason for Reimbursement,” “Other Reimbursable Expenses,” “Total Daily Expenses,” and “Total Expenses.”**

- **Date:** When the transaction occurred
- **Reason for Reimbursement:** Here’s where you put the purpose of the purchase (example: Supplies for RSO meeting). We recommend noting of where the purchase was from, so it’s easier for business services to process.
- **Other Reimbursable Expenses:** This is where you’ll put the amount spent for each transaction.
- **Total Daily Expenses:** This should be the total amount from each row—since you’ll only need to fill in one column, it should be the same as the amount in “Other Reimbursable Expenses.”
- **Total Expenses:** Add up the “Total Daily Expenses” column; the total will go here.

**Bottom Portion of the Form:**

- **Non-State Employee Signature:** This is the person being reimbursed. Sign, date, and put the best phone number to contact.
Authorized Departmental Signature: This is the Primary (Faculty/Staff) Advisor for your RSO. They will also sign, date, and include their work phone number. If this is not signed by the RSO Advisor, the reimbursement will not be processed.

Finally, under "Department Use Only," make sure the Non-State Employee Type is checked as ‘MSU Student’.

Point of Contact for 901 Account Questions:

Depending on your question, different offices may assist you with your RSO’s 901 account. See the list below for who to contact for specific questions:

<table>
<thead>
<tr>
<th>Question/Concern</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>I need to check if my RSO already has a 901 Account.</td>
<td>Student Activities</td>
</tr>
<tr>
<td>I need help applying for a 901 Account.</td>
<td>Student Activities</td>
</tr>
<tr>
<td>I need help depositing cash or checks into my 901 Account.</td>
<td>Student Activities/Cashier’s Office</td>
</tr>
<tr>
<td>I don’t know which form to fill out.</td>
<td>Student Activities</td>
</tr>
<tr>
<td>I need help with reimbursement paperwork.</td>
<td>Student Activities</td>
</tr>
<tr>
<td>It's been 14 days and I haven't received my reimbursement.</td>
<td>Business Services</td>
</tr>
</tbody>
</table>

Contact Information:

**Student Activities**  
Contact Name: RSO Office  
Location: CSU 173  
Phone: 507-389-6076  
Email: rso-office@mnsu.edu

**Cashiers Office**  
Location: Wigley Administration (WA) 128  
Phone: 507-389-2259  
Email: cashiers@mnsu.edu

**Business Services**  
Location: Wigley Administration (WA) 236  
Phone: 507-389-5069  
Email: business-services@mnsu.edu